

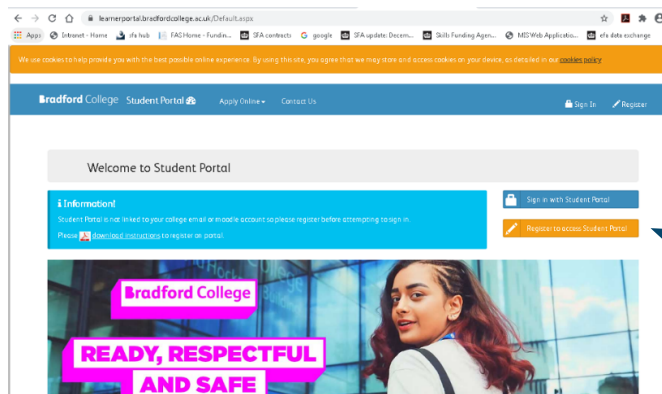
# HE & Degree Students Guide

## How to access Bradford College's Student Portal

Using a device (mobile, laptop, tablet, PC) that connects to the internet (it works best using Google Chrome).

In the address bar type in: **https://learnerportal.bradfordcollege.ac.uk** and press **Enter**.

### 1. Student Portal login page



If you have not used the Student Portal before, you need to register. To do this, click on the orange **Register to access Student Portal** button (go to 2 – for instructions on registering).

If you have **already registered**, click on the blue **Sign in with Student Portal** button (go to 3 – for help signing in).

### 2. Register your details

At the Register screen, you need to enter your details. Your user name is the **Student ID number** that appears on your admissions correspondence and offer communications.

Type in a password of your choice. Please note it must:

- be between 8 and 15 characters long
- include at least 1 upper case letter (e.g. A B C)
- include at least 1 lower case letter (e.g. a b c)
- include at least 1 number (e.g. 1 2 3 4 5 6 7 8 9 0)
- Do not include special characters such as: @!?!£\$\*#

When you have entered your details, please click on the green **Register** button. You will see this message saying your account has been created, and you should now sign in:

#### Register

##### Note!

Please note that to register on the Student Portal, you must be enrolled or have an active application in college.

Password must be at least 8 characters, no more than 15 characters, and must include at least one upper case letter, one lower case letter, and one numeric digit, and no special character. After you have registered, a copy of your username and password will be emailed to your College and Personal email accounts.

User name	<input type="text" value="Student ID"/>	
Password	<input type="password" value="Password"/>	
Confirm password	<input type="password" value="Confirm password"/>	
DOB	<input type="text" value="Date of Birth (dd/mm/yyyy)"/>	

Register

#### Well done!

Your account has been successfully created. Click **Sign In** to access Student Portal. A copy of your username and new password is emailed to your College and Personal email accounts for your records. Please keep it safe.

### 3. Signing into the Student Portal

When you visit

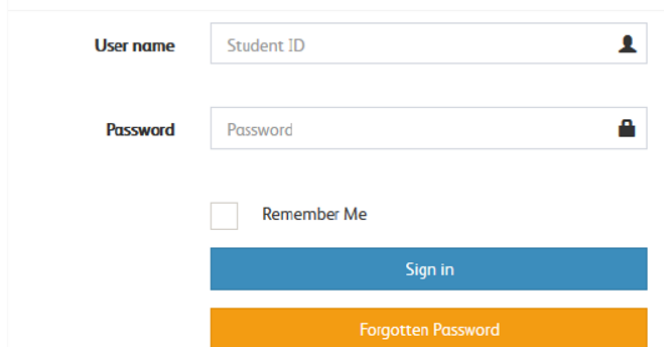
<https://learnerportal.bradfordcollege.ac.uk/> and click on the blue **Sign in with Student Portal button**, you will be asked to enter your user name and password:

Your user name is the Student ID number that appears on your admissions correspondence and offer communications.

Your password is the one you set when you registered on the Student Portal site.

#### Sign In

Please enter your student portal username and password to log in.



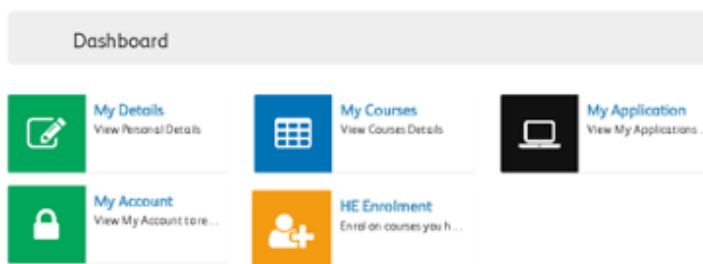
### 4. Navigating the Student Portal

When you have successfully logged into the Student Portal, your username will be displayed in the top right-hand corner of the screen.

You will see a Dashboard, showing options for you to select.

For example:

Click on **HE Enrolment** to enrol onto the 2020/21 academic year.



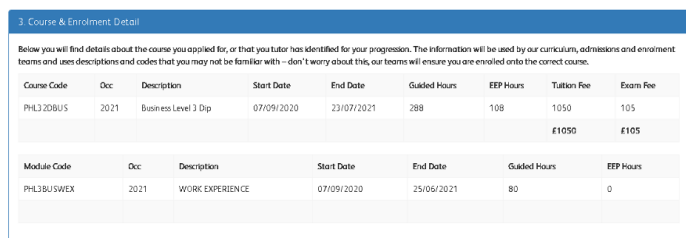
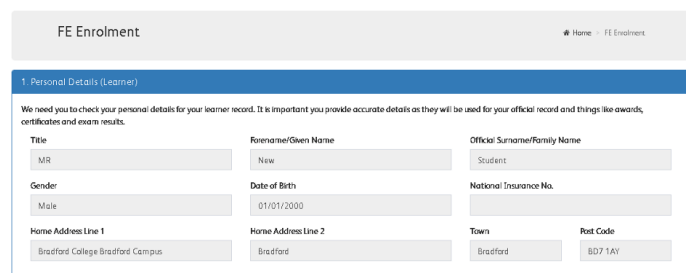
### 5. Enrolment for 2020/21

On the Dashboard screen, click on **HE Enrolment**.



Your tutor has confirmed the qualification you will enrol to in the 2020/21 academic year.

You should check your contact information and the course details on the screen and review the course confirmed by your tutor.

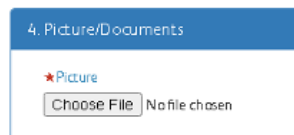


Course Code	Occ	Description	Start Date	End Date	Guided Hours	EEP Hours	Tuition Fee	Exam Fee
PHL320BUS	2021	Business Level 3 Dip	07/09/2020	23/07/2021	288	108	1050	105
							£1050	£105

Module Code	Occ	Description	Start Date	End Date	Guided Hours	EEP Hours
PHL3BUSWEX	2021	WORK EXPERIENCE	07/09/2020	25/06/2021	80	0

Please upload an image for your ID Card. This should be of your head and shoulders only, similar to a passport photo.



If you have a Student Loans Company agreement or sponsor's letter, please upload it here.

**If you don't yet have a letter or confirmation, please upload a photo of your application, or an email that shows your application.**

**Student Loans Company agreement or Sponsor letter (Optional)**



Please select the highest level of any qualification you have already achieved/ passed:



Please tell us about your current employment status.

If you are paying your own fees, you can set up a direct debit here. If you are funded through the Student Loans Company or sponsor and have uploaded your letter, this section will not be visible.

**If the direct debit mandate is visible - please upload proof that you have applied for a loan in the previous section. This could be a photo, email acknowledgement or letter.**

To pay for your course, please answer the questions in this section. Where appropriate, you can create a direct debit.

Please tell us about your household situation.

Please let us know the best way to contact you:

Please now digitally sign the terms and conditions and your contract by typing your name into the box. Please also tick to confirm.

If you have missed anything, a warning will appear at the top of your screen. Please complete any sections you may have missed.

## HE Enrolment

- Upload your picture
- Select prior attainment highest level
- Input valid digital signature name
- Input valid digitally sign student contract
- Please confirm to setup an installment plan.

Once you have completed all the necessary details, you have successfully enrolled at Bradford College.

Please let us know about the enrolment process by clicking on the stars.

Once you have successfully enrolled you will receive a confirmation email (please check your junk/spam filters). Please make sure that you have **admissions@bradfordcollege.ac.uk** and **noreply@bradfordcollege.ac.uk** listed within your email contacts. Please allow an hour or so for your confirmation email to arrive. If you do not receive your confirmation email, please email **enrolments@bradfordcollege.ac.uk / admissions@bradfordcollege.ac.uk** or call **01274 088088**.